



Employment Opportunity

Board Administrator

The Trout Lake Community Centre Association (TLCCA) is looking for a full-time Board Administrator to join our incredible team.

TLCCA has supported Trout Lake Community Centre (TLCC) since 1956. Led by an elected volunteer Board, we work with Park Board staff to ensure the Centre reflects and benefits the community.

Our vision is to make Trout Lake a connected, vibrant, and sustainable community. Our mission is to provide accessible and inclusive social, cultural, recreational, and educational opportunities that enhance well-being.

Position

We are looking for an organized Board Administrator to provide comprehensive administrative support to the Board of Directors and various committees and working groups. This role involves ensuring the smooth operation of the Association's Admin office and facilitating communication between the Board, Executives, Park Board staff and various internal and external stakeholders.

Responsibilities

- Manage Association correspondence and maintain official records, including meeting minutes, policies, procedures, partnership agreements and related documentation. This includes ensuring compliance with the BC Societies Act and annual filings.
- Coordinate and schedule Board and committee meetings, including logistics such as room booking, room setup, refreshments, invites, agenda preparation, and distribution of materials.
- Oversee Preschool funding agreements, support the Preschool registration process, and communicate any important information to parents as directed.
- Organize special and social events such as Summer and Winter Socials, Annual General Meetings, Meet the Association events, and the Mother's Day Pow Wow Elder Room on behalf of the Association, act as the point of contact for event coordination, assess needs, make recommendations, and manage budgets and expenses.
- Reconcile credit card spending, review invoices, secure approvals, prepare expense reports, and liaise with the Treasurer, Accountant and CRS with budget preparations (as needed).
- Coordinate Youth-In-Action and Summer Day Camp grant agreements and funding applications and identify new grant opportunities for Board review.
- Manage staff benefits, coordinate instructor contracts, and oversee volunteer recruitment and background checks.
- Maintain Google Admin console and Google drives including the management of user groups, access rights and data backups.
- Prepare quality briefs, summaries, reports, and presentations by researching, compiling, and analyzing information from various sources.

- Working in collaboration with TLCCA Board, Committees, and Park Board Staff on new initiatives or projects as needed
- Performing such other duties, functions, and responsibilities as assigned.

Qualifications

- Minimum 3 years of administrative experience required
- Strong communication, organizational, and time management skills
- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook
- Minute-taking experience a strong asset
- Collaborative and able to work respectfully and productively with Board Directors, Board volunteers, Trout Lake Community Centre Staff, and community members
- Creative problem-solver; will seek input from others to generate solutions
- Ability to work independently, exercising good judgment with strong attention to detail

Reporting Structure

- The Board Administrator is employed by the volunteer non-profit society and reports directly to the President and Executive, who hold the ultimate authority over their role and employment.
- A designated Park Board staff member may provide day-to-day overnight and operational support as needed. This support does not extend to decision-making on the Administrator's terms of employment and responsibilities, which remain solely with the society's Executive.

Position Commitments

- Full-time, 35 hours per week at the Trout Lake Community Centre
- Mandatory twice monthly evening shift (6:00–9:30 p.m.) for Board, Executive, & Finance meetings (except August & December)

Compensation:

- Salary range is \$32 to \$38 per hour
- 3 weeks vacation
- Paid time off from December 24 to January 2
- Extended health & dental benefits

Application Process

- **Deadline for application: 5 pm on Wednesday, August 27, 2025**
- We thank all applicants for the time and consideration they have taken in the submission of their resumes. However, due to time constraints, only those who are invited for an interview will be contacted.
- Send your resume and cover letter, together as one PDF, by email, to admin@troutlakecc.com.

Diversity and Inclusion

The TLCCA is committed to providing a work environment in which all individuals are treated with respect and dignity. To support employment equity and diversity in the workplace, we welcome applications from all. This includes women, visible minorities, Indigenous Peoples, persons living with disabilities, persons of diverse age, sexual orientation, gender identity or expression (LGBTQ2S+), and others.